



Request For Proposals (RFP)

Baltimore Development Corporation (BDC), Baltimore Office of Promotion & The Arts (BOPA) and Downtown Partnership of Baltimore (DPOB) invite proposals from Baltimore's artist community interested in being considered for **free** temporary non-residential studio space in a City-owned building in Downtown Baltimore.

The intent is to bring an active, creative use to this building while plans for redevelopment are completed. While there will be no charge for rent, utilities and insurance will be the sole responsibility of tenant.

Address: Ground, second, and third floors of **30 S. Calvert Street** in the heart of City Center just 1 block north of the Harborplace and the Gallery.

Size: 3 Floors are available. Each floor is approximately 1500 SF - 2000 SF – including storefront space which is encouraged to be utilized as a gallery. Staffing for such gallery would be the responsibility of the tenants.

Rate: **No Charge for Rent or Water**

Utilities: The responsibility of the tenant.
Average electricity charges for 30 days are as follows:
1st floor - \$188
2nd floor - \$198
3rd floor - \$137

These charges were based on the former office users and will likely increase depending upon the usage.

Please note: Unfortunately, the elevator will NOT be in service.

Insurance: There will be no insurance provided by the property owner. Insurance against accidents, theft, destruction of property, personal property, and public liability is required of and the sole responsibility of the tenants. Tenants must hold DPOB, BDC and BOPA harmless, and DPOB, BDC and BOPA must be added to all insurance policies as "Additional Insureds".

Terms: Six-month initial lease followed by a month-to-month lease agreement until redevelopment occurs (approximated to be 1 year). However, BDC reserves the right to terminate the lease at any time.

Leases will only be considered for proposals that utilize entire floors and no floors will be divided among separate proposals. With that being said, it is strongly recommended that groups of artists organize to develop a single proposal for one, two or all three floors. Please keep in mind that it is still encouraged that the storefront be a gallery space that will be open to the public.

The chosen proposal(s) will occupy the building "as-is" and insurance, all utility bills, and physical improvements will be the responsibility of the tenants.

As a development site, BDC will need access to the building at all times, so for any improvements that include locked floors, BDC must have a set of keys to gain access to the space.

Access to the public for exhibitions and performances will be limited to the first floor only due to fire code restrictions.

No welding instruments, kilns, or media requiring equipment that utilizes open flames will be considered for this space.

Submission should include:

- **Detailed proposal including a description of type(s) of work and proposed use(s) for one, two or all three floors.**
- **Resumes for each artist represented in the proposal.**
- **At least 10 images as 8 ½ x 11" color prints (they may be emailed) and a CD with jpegs for each artist in the proposal.**
- **A self addressed stamped envelope - if you want any part of your submission returned after review.**

Timeline:

October 11, 2004 – Submissions Deadline:

Send to:

Marshall W. Snively
Vice President, Economic Development and Planning
Downtown Partnership of Baltimore, Inc.
217 N. Charles Street, Suite 100
Baltimore, Maryland 21201
msnively@dpob.org
www.GoDowntownBaltimore.com

October 25, 2004 - A panel consisting of representatives from BDC, DPOB, BOPA, the Mayor's Office and the Baltimore City Department of Planning will review each submission and a final decision will be made.

November 15, 2004 (Estimated) - Occupancy

This project is a cooperative effort of the City of Baltimore, Baltimore Development Corporation, Baltimore Office of Promotion & The Arts, and Downtown Partnership of Baltimore.